

Executive Registry  
61-6507

Annex A - "Movement Schedule to the New Headquarters Building"

1. Problem

To move approximately [ ] employees and their related office furniture and equipment to the New Headquarters Building, Langley, Virginia, during the period commencing 5 September 1961 and ending in early January 1962.

2. Objective

Within the limits set by construction progress, to move elements scheduled to occupy space in the new Headquarters Building in an orderly and expeditious manner with a minimum of disruption of Agency operations.

3. Background

- a. Present construction plans provide for completing the North portion of the new building by early August 1961 and the balance during December 1961.
- b. The Agency is committed to vacate Buildings M, Q, and Riverside Stadium by 15 October 1961 to permit construction of access roads to the new Roosevelt Island Bridge. Therefore, it will be necessary to commence relocation of Agency components occupying these premises into the new building prior to its completion.
- c. The Director of Central Intelligence has requested that the move to the new building be completed by the end of the year, if possible, starting at the latest practicable date. In keeping with the above, relocation to the new building will be accomplished in accordance with phased completion of the building. Every effort will be made to move closely related organizational elements as a unit in order to assure a minimum interruption to operations.

4. General Plan

- a. Advance support and certain operational elements are scheduled to be moved by Agency or by Public Building Service, GSA Group Force. All other Agency components, scheduled for relocation to the new building, will be moved under private contracts negotiated by GSA and in accordance with the order indicated in the attached schedule(s) (Appendix I) furnished by the Office of Logistics. During all phases of the move, essential support and/or services will be provided.

25 YEAR RE-REVIEW

S E C R E T

(EXECUTIVE REGISTRY FILE *New Bldg*)

410302

S E C R E T

Annex A - "Movement Schedule to the New Headquarters Building"

- 25X1
- b. The attached schedule provides for beginning the move on 5 September 1961, moving continuously, if necessary, every day, except Thanksgiving Day, and completing the bulk of the move by 22 December 1961, prior to the commencement of the Holiday season. [redacted] group, who are the last elements scheduled to relocate into the new building, are programmed for occupancy in January 1962.
  - c. It is unlikely that the sequence of moves, indicated in the attached schedule, will be altered. The dates, however, are contingent upon auxiliary schedules and other conditions such as: (1) the completion of construction in accordance with target dates, (2) the ability to install and "cut over" telephone facilities (including cable) to insure continuity of services, (3) the delivery and positioning of unitized furniture, office furnishings and special equipment prior to occupancy, and (4) the ability of moving contractors to perform, as well as moving conditions. For these reasons, the attached schedule must be considered tentative, for planning purposes, and modifications will be made if required. Elements affected by modifications will be notified at least one week in advance of action dates.

5. Tasks and Responsibilities

The Building Planning Staff, OL, will, if necessary, prepare and disseminate revisions to the movement schedule. See other Master Plan Annexes for detailed tasks and responsibilities affecting the move(s).

6. Administration

- a. Appendix I (attached) - Movement Schedule to the new Headquarters Building.
- b. The focal point for contact in all matters pertaining to relocation in the new building is Mr. [redacted]
- c. Liaison Officers have been designated within each major component to coordinate activities which must be performed by personnel of their areas in connection with the move to the new building.

25X1

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Annex A - "Movement Schedule to the New Headquarters Building"

APPROVED: 25 July 1961  
Date

/s/

JAMES A. GARRISON  
Director of Logistics

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APPENDIX 1 TO ANNEX A

"MOVEMENT SCHEDULE TO THE NEW HEADQUARTERS BUILDING"

PHASE I: COMPLETES EVACUATION OF M, Q, AND RIVERSIDE STADIUM

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>NORTH</u>
1	Sept. 5-8, <u>9-10</u>	OCR/SR	Q	2
2-12 (12) (11)		OCI and Support, COMMO Unit	Q	6-7
32	11-15	Cable Section	Q	G
13		Credit Union	Q	1
14	<u>16-17</u>	Library	M	G-1-6
15		AD/CR	M	2
15A	18-22, and <u>23-24</u>	ONE -	Admin	6-7
16		OCR/Admin	Stadium	2
17-27		O/DD-I and Staff		3-7
28		ORR	M-Q	2-3-4
29		OCR/MD	Stadium	G
30		OCR/DD	Stadium	G
31		OCR/IR	Stadium	1
		OCR/LD	Stadium	2

PHASE II-III: COMPLETES DD/I MOVE

PHASE II

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>NORTH</u>
33	Sept. 25-29, <u>30</u> and Oct. <u>1</u>	OCR/BR	North	1
34		<del>AD/S</del> <i>AC/DCI</i>	Admin	1-7
35		OCR/GR	14	1
36		ORR/GEO	11	3-4
37		ORR/Cartographic	11	G-3
38		SRS	2210E	3

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PHASE III

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>NORTH</u>
39 40 41	Oct. 2-6, and <u>7-8</u>	OSI OBI  Map Library Beachhead	Barton Hall	5-6 2-3  1  25X1

PHASE IV: COMPLETES BULK OF NORTH PORTION OF NEW BUILDING

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>NORTH</u>
42 43	Oct. 9-13, and <u>14-15</u>	DCI Historical Security	East 13-Qtrs Eye	1 1-4-6  25X1
44 45 46 47	Oct. 16-20 and <u>21-22</u>	Logistics Personnel (-) Audit Staff Comptroller	Qtrs. Eye Curie Hall Curie Hall Alcott Hall	1-3 5 5 6

PHASE V - PHASE XI: COMPLETES MAJOR DD/P MOVE (SOUTH PORTION OF NEW BUILDING)

PHASE V

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
48 49 50 51 52 53 54	Oct. 23-27, and <u>28-29</u>	CA Staff CI Staff OPSER/DEF Staff WH Division (-WH/4) OPSER/Chief Prog. & Project Group MMU-DD/P	K J-Qtrs. Eye K Barton Hall L L Curie Hall	2-5 2 3 3 3 3 3

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PHASE VI

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
55 56 57	Oct. 30-31, and Nov. 1-3, <u>4-5</u>	EE Division IO Division WE Division	J-K-L L I-J	3-4 3-4 3-4

PHASE VII

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
58 59 60 61 62	Nov. 6-10, and <u>11-12</u>	FI Staff Signal Center Cable Secretariat IWOG SR Division	L L L L J	4 1 1 1 5

PHASE VIII

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
63 64 65	Nov. 13-17, and <u>18-19</u>	FE Division O/DD/P NE & SA Div.	I-J L I	4-5-6 3 2-6

PHASE IX

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
66 67 68	Nov. 20-24, and <u>25-26</u>	AF Division FI/Div. D DPD	I L, [ ] 1717 H	4-6-7 7 G(North)-6 25X1

PHASE X

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
69 70 71 72 73 74 75	Nov. 27-30, and Dec. 1, <u>2-3</u>	OPSER/WPS CCS/Cover DD/P Pub. CCS/Comm't Personnel Central Proc. Medical Staff SSA/Visual Aids	L [ ] Curie Hall [ ] Curie Hall Central Qtrs. Eye	G(North) 1 1 2(North) 1 1 G 25X1 25X1

PHASE XI

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
76	Dec. 4-8, <u>9-10</u>	RI Division	K-L, [ ] & Qtrs. Eye	G-1 25X1

PHASE XII - PHASE XIII: COMPLETES THE DD/S AND DCI MOVE

PHASE XII

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
77 78 79	Dec. 11-15, and <u>16-17</u>	COMMO OTR OGC	Alcott Hall & Qtrs. Eye Qtrs Eye, R & S Alcott, [ ] East	G-1 G-1 7 25X1

PHASE XIII

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>SOUTH</u>
80	Dec. 18-22	O/DD-S	Qtrs. Eye and East Admin Admin	G-7
81		IG		7
82		DCI		G-7

PHASE XIV (1962): COMPLETES AGENCY MOVE TO THE NEW BUILDING

CONTROL NO.	DATE	COMPONENT	LOCATION	
			FROM BLDG.	TO FLOOR(S)- <u>NORTH</u>
25X1 83 84	Jan. 2-5, 1962	WH/4 <input type="text"/>	Qtrs. Eye <input type="text"/>	G(North) G-1-2(North) 25X1

NOTE(S):

1. Contracts for the move to the new building will be effected in accordance with phases indicated above.
2. Control numbers are for internal BPS/OL use.
3. Underscored dates denote weekends.

S E C R E T

Enclosure

SUBJECT: Master Plan for Relocation of Agency Components

1. Problem

To move approximately [ ] employees and their related office furniture and equipment to the New Headquarters Building, Langley, Virginia; and to relocate concurrently, where necessary, certain Agency components from buildings scheduled to be vacated to alternate sites in the Metropolitan Washington area.

2. Background

a. As of 30 June 1961 the New Headquarters Building was 88.8 per cent completed against completion target of 99.2 per cent. Barring further construction difficulties such as those resulting from high humidity, strikes, and shortages of materials, the North portion of the New Headquarters Building should be completed during August 1961.

b. Buildings M, Q, and Riverside Stadium are committed to be vacated by 10 October 1961 to permit construction of the access roads to the new Roosevelt Island Bridge. Therefore, it is necessary to commence relocation of the Agency components into the building early in September 1961.

3. Policies

a. It has been determined that commercial movers under contracts administered by General Services Administration will effect the move. Schedules for all moves will be prepared within the Agency.

b. Functional and organizational integrity of Agency elements will be maintained in the movement plan within the limits of construction schedules for completing the New Headquarters Building.

c. Elements being moved will furnish required personnel to carry out the responsibilities set forth in the procedures to be provided. In this regard, standard Agency overtime policies will prevail.

d. Minimum essential services such as Mail and Courier, Building Supply Office, Cafeteria, etc., will be provided during the initial phases of the move.

e. The move will be made despite incomplete operation of certain special facilities such as incinerators, pneumatic tubes, conveyors, alarms, etc. However, substitute facilities will be provided during the interim.

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SUBJECT: Master Plan for Relocation of Agency Components

f. New furniture and equipment will be placed in New Building areas prior to movement of personnel.

g. Buildings partially vacated to the Langley site will be emptied of personnel not to be relocated in order to reduce building guards and service cost.

4. General Plan

a. Personnel and office furniture and equipment located in Buildings M, Q, and Riverside Stadium will be moved to the New Headquarters Building in the first echelon, followed as rapidly as possible by the remaining elements of the Deputy Director (Intelligence) complex. Next, elements of the Deputy Director (Support) complex will be moved into the North portion of the New Building; following this, the Deputy Director (Plans) complex, with the exception of the Technical Services Division. The last echelon will be the remainder of the Deputy Director (Support) complex (into the South portion of the building) and the Office of the Director of Central Intelligence.

b. Throughout the phases indicated above, essential support and services will be provided.

c. The "stay behind" elements occupying buildings scheduled for immediate vacancy will be moved to new Washington locations concurrently with those going to the New Building. Other "stay behind" relocation will be accomplished after completion of the move to the New Headquarters Building.

5. Responsibilities

a. Director of Logistics, DD/S:

Under the direction and control of the Director of Logistics who is responsible for planning and coordination of all action incident to moves and relocation in the new building, the following responsibilities are assigned:

(1) Building Planning Staff

Responsible for overall direction, control, and coordination of the New Building construction, furnishing, and occupancy. Maintenance of liaison with Building Management Division, Public Buildings Service (PBS), Transportation and Utilities Service, Government Services, Inc. (CSI), National Security Agency (NSA), appropriate State and County officials, Virginia Electric and Power Co. (VEPCO), Chesapeake and Potomac Telephone Co., and other

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SUBJECT: Master Plan for Relocation of Agency Components

agencies, to assure provision by them of adequate and timely services during the move and period of partial occupancy; additionally, responsible for public bus transportation, traffic control of private vehicles, and provision of transportation for present equipment and furniture for use in the New Building.

(2) Chief, Real Estate & Construction Division

Schedule and manage the relocation of personnel and equipment not to be moved to the Langley site; also responsible for all building maintenance and utilities, space allocation, and parking.

(3) Chief, Supply Division

Plan for and provide building supply services and ensure essential supply support during all phases of the move and occupancy. Establish and maintain a receiving activity at the Langley site in accordance with the directions to be furnished by the Building Planning Staff (BPS). Obtain and arrange the delivery and installation of unitized furniture, and special furnishings (except those for the main library), as templated by BPS prior to scheduled moves. Assume responsibility for all property left in vacated buildings.

(4) Chief, Transportation Division

Responsible for establishment of motor pool operations, Agency bus system (including scheduling), and taxi service. He will furnish trucks and other vehicles as required by elements of the Agency.

(5) Chief, Administrative Staff

Plan for and provide continuing mail and courier service between the Washington area and the New Building, including inter-office deliveries.

(6) Chief, Procurement Division

Manage and administer all Agency contracts for equipment for the New Building, and advise Supply and Transportation Divisions of production and delivery schedules.

(7) All other components of the Office of Logistics will provide support and/or assistance upon request.

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**SUBJECT: Master Plan for Relocation of Agency Components**

b. Director of Security, DD/S:

Responsible for providing necessary contract and Public Buildings Service, GSA, guards essential to the security of the move and of all buildings affected. Furnish the BPS security requirements for packing and transporting classified material. Plan for and supervise the collection and disposal of classified waste at the New Building until incinerators are in full operation; arrange for temporary fire and Civil Defense alarms until Building is completed and regular systems electrically balanced.

c. Chief, Medical Staff, DD/S:

Provide continuing health and medical services as necessary.

d. Director of Personnel, DD/S:

Provide interim credit union and insurance services as necessary.

e. General Counsel, DD/S:

Complete legal arrangements for concurrent jurisdiction for the New Building site. Furnish legal advice to the Chief, Building Planning Staff, OL, as requested.

f. Special Support Assistant, DD/S:

Responsible for arranging with RI/DD/P to effect delivery of mail within the DD/P complex until the pneumatic tube system is operative.

g. Director of Communications and the Cable Secretariat:

Provide signal and cable service during all phases of the move and occupancy.

h. Assistant Director for Central Reference, DD/I:

Responsible for the direction and coordination of the installation of stacks and other furnishings for the OCR library in the New Building.

i. Liaison Officers of the Deputy Directors and the Office of the DCI:

Coordinate activities which must be performed by personnel of their areas in connection with the move to the New Building.

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SUBJECT: Master Plan for Relocation of Agency Components

j. Chiefs of Major Components:

Provide personnel essential to secure accomplishment of the relocation, in accordance with procedures to be provided by the Building Planning Staff.

6. Administration

a. The Director of Logistics may require preparation of annexes detailing the actions to be taken for accomplishment of responsibilities indicated in paragraph 5 above (see titles of Annexes attached).

b. The focal point for contact in all matters pertaining to relocation to the New Building is Mr.

25X1

c. The focal point for contact on matters requiring relocation of "stay behind" elements is Mr.

25X1

APPROVED: 13 July 1961  
Date

/s/

L. K. WHITE  
Deputy Director  
(Support)

S E C R E T

Attachment

ANNEXES

1. Move Schedule to New Building
2. Material Inventory for Moving Contract
3. Pre-Moving Instructions; Marking, Tagging, and Packing
4. Moving Procedures and Responsibilities of Elements being moved
5. Unitized Furniture
6. Telephones
7. Agency Transportation
8. Public Transportation
9. Cafeteria and Vending Machines
10. Security of Move and Building
11. Interim Parking Instructions
12. Printing Facilities
13. Supply Facilities
14. Mail and Courier Facilities
15. Credit Union and Insurance Facilities
16. Building Maintenance Procedures
17. Move Schedule for "Stay Behinds"

S E C R E T

A STANDARD FORMAT  
FOR ANNEXES TO  
Master Plan For Relocation

INTRODUCTION

Use of a uniform format in preparing information and instructions to be followed in accomplishing complex tasks requiring coordination with associate elements can serve three purposes:

1. The format usually clarifies the preparer's own thinking on the problem.
2. The "fleshed-out" format furnishes a uniform, thought-out communicative mechanism to those who need the information and guidance or who must act on it.
3. It serves to focalize information essential to coordinated action by associate activities.

It is suggested the following format be used in preparing annexes to support and implement the Agency's Master Plan for Relocation of Agency Components. The format may be expanded or contracted according to the complexity or simplicity of tasks essential for accomplishment in satisfying assigned responsibilities. Where there are several complex and important tasks or activities, it is further suggested that tabs be used to display details, to furnish charted or graphed information, to show routes, timetables, layouts, etc.

FORMAT

I. THE PROBLEM AND BACKGROUND

(This is a broad, word-picture of statements on the total problem. It presents the situation, and gives basic information essential to all elements and individuals.)

- A.
- 1.
  - a.

II. MISSION AND OBJECTIVES

(This can be a series of statements interpreting the responsibilities assigned by higher authority. It terminates in a final outline of objectives that must be achieved in order to complete the Mission.)

- A.
- 1.
  - a.

### III. CONCEPT OF OPERATION

(This can be a series of general statements which, taken as a whole, shows the scheme of actions necessary to be taken in order to satisfy responsibilities and to achieve objectives.)

A.

1.

a.

### IV. THE GENERAL PLAN

(This can be considered a continuation of your Concept of Operation. However, it is an elaboration, more meaty, more detailed. The General Plan established the parameters for assignment of Tasks and Responsibilities, to follow.)

A.

1.

a.

### V. TASKS AND RESPONSIBILITIES

(This section may be considered the "meat" of the annex. In it the issuing official details every task that must be accomplished in order to achieve his objective and to satisfy the responsibilities assigned him. Specifically, this section says, Who, What, When, Where and How. It is important that responsibility be definitely assigned to each separate and distinct area where action is required.)

A.

1.

a.

### VI. ADMINISTRATION

(This section comments on the special administrative arrangements and actions required in the special situation covered by the Annex. It can cover special aspects such as:

- A. Coordination - What internal coordination will be required? What special coordinations will be required with associate elements?
- B. Delegations of Authority - In certain situations it may be necessary for subordinate chiefs to make decisions. If possible, such decision making actions should be anticipated, and authority to make them should be assigned.

**S-E-C-R-E-T**

- C. Reports - Formal and/or informal communication is essential throughout all phases of the action. Channels of communication must work both ways; top to bottom and bottom to top. Written or verbal reports may be required, and they may be required periodically or as certain phases of the action arise or are accomplished.
  
- D. Sources of Further Instructions - Instructions cannot be prepared to cover all possible exigencies. Further, additional or more detailed instructions must be issued in fragments as action progresses. This section should outline when, where, how and by whom such additional guidance and information will be issued.

Prepared by OL/PS  
for use as information  
and guidance in the writing  
of Annexes to Orders.